

Institute of Molecular Biophysics Travel Policy

1. For IMB travelers and outside visitors, please see Jese in RM 114 KLB.
2. For MOB graduate students traveling on State and E&G budgets as well as student recruits, please see Dale Leonard KLB 106.

Planning To Travel:

If you are planning a trip pick up a travel worksheet from Jese in fiscal office room 114. **You must file a worksheet even if you are not requesting funds. To be covered under FSU insurance for any FSU related travel, please fill out a worksheet.** The sheet must be filed at least ten days before the trip so that it can be turned into the FSU travel office. If you do not get a worksheet to Jese or Dale before you go on a trip you will need to write a memo justifying why a worksheet was not filled out. **FSU is not responsible for reimbursing you if FSU does not have any documentation on hand regarding your whereabouts.** For cash advance, advance registration, direct billing, and any other needs make sure you mark on worksheet and submit by the following dates:

- A. Advance registrations- 35 days before travel.**
- B. Cash advances- 25 days before travel.**
- C. Direct billings- 10 days before travel.**

A Travel Authorization Request (TAR) will be prepared and submitted to the budget account manager and travel supervisor for signature authority. After signatures the TAR will be sent to the **FSU Travel office** for approval. (If you are traveling and will be reimbursed by another source please fill out a worksheet for insurance purposes in case of any accidents). If a TAR is not filed prior to the start of travel, a cover memo from the person signing as “supervisor” must accompany the TAR explaining the reason for traveler’s non-compliance with Travel Regulations. For faculty, this means that the Director must write and sign such a memo.

Advances:

- A. Advance registrations** will be directly paid by check from F.S.U. You must provide the registration form with worksheet for FSU to send with check.
- B. For cash advances** a check will be sent ten days prior to travel. If you are an employee the check will be direct deposited. If you are a non-employee then the check will be sent to the desired address.
- C. Flight Checks** are a copy of the tar with an original stamped signature authorizing the travel agency to charge F.S.U. Our runner will pick up the flight check from the travel office and then it will be sent to you. You can either fax or hand deliver this. It takes at least two days for the paperwork to be done once it is in the Travel office. (If you do not notify us until the day before or of the trip and are in need of an ACTO or flight check then you will need to run the paperwork over to Travel personally). (The fiscal office is not responsible for reserving travel. The host or traveler is responsible their own reservations).
- D. Rental Car:**
An Acto is a form that the Travel office authorizes Avis to rent out a car to the traveler. This form can be picked up in the Travel office. If a non-contract car rental agency or a non-contract-sized car is used during travel, a cover memo from the traveler explaining the reason

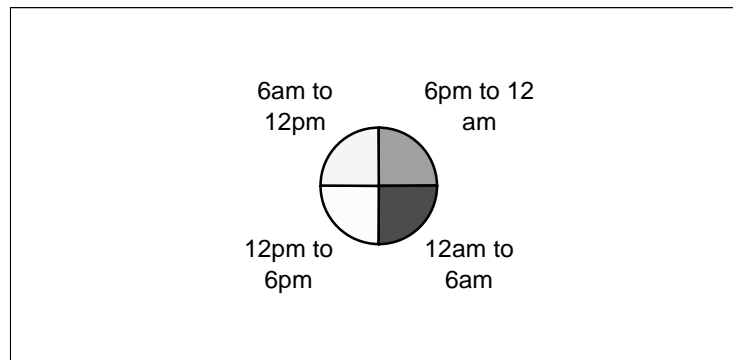
for non-compliance with travel regulations must accompany the RV. FSU's contract for car rentals is through Avis. The contract number is A113400, you have to call AVIS at 1-800-338-8211 to reserve under FSU contract. You can also visit the FSU travel website for more rental rates at <http://www.vpfa.fsu.edu/control/travel.html>.

Per Diem is given when you do not claim meals or lodging. This is an allowance of \$50 a day in the U.S. Rates change from country to country. Please see Jese or Dale for rates outside of U.S.

Meals are broken down into four quarters, twenty -four hours of four six-hour quarters.

Meal allowances:

- Breakfast (travel before 6am,beyond 8am)- \$3
- Lunch (travel before noon, beyond 2pm) - \$6
- Dinner (travel prior to 6pm,beyond 8pm) -\$12



Incidental Expenses:

Not Requiring Receipts:

- A. Taxi fares under \$25 per occasion.
Tips to taxi drivers (limited to 15% of fare)
- B. Parking charges under \$35 per occasion
- C. Storage charges under \$25 per occasion
- D. Tolls under \$25 per occasion
- E. Portage charges (limited to \$1 per bag,\$5 total) per occasion
- F. Mandatory valet parking for official business, limited \$1 per occasion

Requiring Receipts:

- A. Business calls-include reason for each call
- B. Registration fees- (include documentation/agenda, showing the date, location, amount of registration fee; and meals and lodging included in the fee, if any.
- C. Taxi fares in excess of \$25 per occasion
- D. Parking charges in excess of \$35 per occasion
- E. Tolls in excess of \$25 per occasion
- F. Laundry, Dry cleaning and Pressing charges- travel must extend beyond 7 days and charges must be necessary for official business portion of the trip.
- G. Passport and Visa fees for official business

- H. Traveler's check fees for official travel expenses
- I. Map charges for conducting official business

Visitors: (Visitors follow the same rules as everyone else.)

TARS:

- A. In consultation with the host, traveler makes flight reservations and purchases ticket. Host lets traveler know that arrangements must be complete at least 10 business days prior to start of travel.
- B. Host requests that TAR be processed at least 10 business days prior to start of travel.
- C. Host or traveler arranges overnight accommodation Jese can make reservations at the hotel of choice, but host or traveler must guarantee them.
- D. Host brings visitor to Jese to sign travel papers and receive information about returning receipts.

Reimbursement Voucher:

- A. RV filed within 5 days of the end of travel. Special Note: *The original signature of the visitor is required on the RV.*
- B. If the RV is not signed before they leave campus, then the form must be mailed to the visitor for signature and then filed. This can lead to a lengthy delay in reimbursing the visitor.

When You Return:

Voucher for Reimbursement:

- A. You must turn in all your receipts, agendas, and any other forms right away due to guidance lines with FSU Travel office, which is five days after the trip. When the RV (voucher for reimbursement) is prepared the traveler along with the supervisor will have to sign this.
- B. Hotel bill needs to have a zero balance stating that you have paid the hotel and do not owe any money.
- C. Once a reimbursement is sent into travel depending if there are any mistakes a check will be cut 4-10 days and will either be deposited or sent to its destination if a non-employee pending on errors or questions.

***Note:** These are just a few guidelines. Please consult with your supervisor and the person handling travel in the Fiscal office. If you would like to sign up for a Travel class with the Travel department please contact Jennifer Pittman, the Travel coordinator, and visit their website at www.vpfa.fsu.edu/control/Travel.html. The class is for all travelers who travel under any FLORIDA STATE UNIVERSITY budget.